

NATIONAL PORTRAIT GALLERY

POSITION DESCRIPTION

September 2021

Position Details	
Title	Collection Officer
Classification	APS3, PN6909
Salary	\$61,341 - \$66,201
Section	Collection and Exhibitions
Security Clearance	N/A
Contact Officer	Maria Ramsden 02 6102 7041 maria.ramsden@npg.gov.au
Opportunity	7month non-ongoing contract (possibility of extension)

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands.

About us

The National Portrait Gallery (NPG) aspires to reflect the face of Australia. It is the place where the national story unfolds with clarity, without complacency or self-satisfaction. We use portraiture to tell Australian stories and to increase understanding and appreciation of Australian people – their identity, history, culture, creativity and diversity. We are open 364 days a year, offering visitors the opportunity to view the collection and special exhibitions, and participate in a variety of cutting-edge public and educational programs. The Gallery also offers venue hire for private and corporate events and houses a popular cafe and bookstore.

We recognise the great contribution from our staff in realising our mission and values; and encourage applications from Aboriginal and/or Torres Strait Islander people, the LGBTQIA+ communities, people with disability and people from culturally and linguistically diverse backgrounds.

We're committed to ensuring a child safe and child friendly environment, and to sustaining a safe workplace and inclusive culture. Our staff actively contribute to the wellbeing and safety of our visitors and each other.

The position

The Collection Officer works closely with the Preparator & Exhibition Designer and reports directly to the Collection Manager. The Portrait Gallery employs two Collection Officers who work mostly as a team to install works of art in the permanent and temporary galleries, to pack works of art for transport and to ensure the safe storage, tracking and processing of works of art.

Specific Tasks

1. As a member of the collection management team undertake handling, installation, packing and unpacking of art objects and ensure that the Gallery's collection, and

all art objects in the temporary custody of the Gallery (exhibitions, acquisitions and loans) are handled, displayed and stored to current museum standards.

2. Assist with the documentation of works of art, including initial receipting and condition reporting.
3. Assist in the unloading, transportation and delivery of works of art, exhibition equipment and associated materials.
4. Undertake packing and crating for outgoing loans and travelling exhibitions
5. Installation and maintenance of permanent and temporary exhibitions.
6. Work as a member of a multi-disciplinary project team to assist the delivery of the exhibition program and access to the collection ensuring best practice application of Work Health and Safety and participative work management practices.

Section Criteria

1. Knowledge and practical experience of safe manual handling, installation and storage of a range of works of art preferably within a gallery or museum environment.
2. Proven ability to work on several projects simultaneously and prioritise activities to specific deadlines.
3. Demonstrated skills in the maintenance of accurate records in manual and computer-based formats. Knowledge and skills in the use of museum collection management software would be an advantage.
4. Evidence of effective skills in written and oral communication and in establishing good working relationships within a team based working environment.

This position requires a high level of manual dexterity and a willingness to lift loads within Work Health and Safety guidelines. Working at heights and WAV (Work Assist Vehicle) operation training will be provided.

Applicant information

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the [application coversheet](#) to hrrservices@npg.gov.au by the deadline listed below.

If you need more information, please get in touch with Maria Ramsden, Collection Manager, 02 6102 7041 or by email at maria.ramsden@npg.gov.au

Applications close midnight Sunday 24 October 2021.

SAFETY AND WORK ENVIRONMENT

ADMINISTRATIVE TASKS	FREQUENCY
Computer based work, sitting or standing at a desk	Frequently
Extensive typing or data entry	Frequently
Graphical, video production or analytical work	Occasionally
Access to designated workstation	Frequently

WORKING HOUS	FREQUENCY
Flexible working hours	Occasionally
Fixed start/finish times	Frequently
Intensive work over an extended period to achieve a deadline	Frequently
After hours events or programs	Rarely
Peaks and troughs of high and low workload	Frequently
Overtime	Rarely
Rostered shift work	Never
Rostered 24/7 on call	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Work directly with visitors and the public	Rarely
Produce work that is subject to critique or external review	Frequently

PHYSICAL DEMANDS	FREQUENCY
Walking long distances	Occasionally
Standing for long periods	Frequently
Working outdoors	Rarely
MANUAL HANDLING	FREQUENCY
Lifting 0 - 5kg	Frequently
Lifting 5 - 10kg	Frequently
Lifting 10kg+	Occasionally
Handling collection items	Frequently
Climbing	Frequently
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Repetitive movements in a short amount of time	Frequently

TRAVEL		FREQUENCY
Locally		Rarely
Interstate		Rarely
SPECIFIC HAZARDS		FREQUENCY
Working at heights		Occasionally
Exposure to extreme temperatures		Rarely
Operation of heavy machinery e.g. forklift		Never
Excessive noise		Rarely
Low lighting		Rarely
Handling of dangerous goods/equipment		Occasionally
Mandatory Personal Protective Equipment required		Frequently
SAFETY TRAINING, PERMITS AND CERTIFICATES		REQUIRED
NPG Induction		✓
Driver's Licence		✓
WHS Awareness for Workers		✓
WHS Awareness for Supervisors		X
Manual Handling		✓
Provide First Aid		X
Fire Warden		X
Chief Warden		X
Business Continuity		✓
Hostile Intruder and Lockdown		✓
White Card		X
High Risk Work Licence		X
Work Safely at Heights		✓
Elevated Work Platform		✓
Verification of Competency for plant and equipment		X
DESIGNATED EMERGENCY ROLES	REQUIRED	
First Aid Officer	X	
Area Warden	X	
Floor Warden	X	
Deputy/Chief Fire Warden	X	
Business Continuity Team Member	✓	
Business Continuity Team Leader/Deputy	X	
Authorised Officer	X	

Applicants must possess or have the ability to obtain the required safety training, permits and certificates. Any safety training required is provided by the NPG.